



Job Opportunity

State Controller's Office

Position: Student Assistant (3 positions)
Subject to Budget Enactment

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: July 5, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Richard Garcia, (916) 323-8472

Who May Apply: Students who are currently enrolled in a minimum of six units of college courses. Must submit proof of enrollment in a college or university.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-4870-960.4
Ref 0705.RPT3

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under direct supervision of a Supervising Program Technician III, the Student will be responsible for processing unclaimed property paper, diskette and magnetic tape reports received from business associations, corporations, financial institutions and life insurance companies. Duties include but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Review and research unclaimed property reports, including electronic media to ensure compliance with all applicable unclaimed property laws, regulations, and procedures;
- Use various mainframe computer systems applications to add unclaimed property accounts to the State Controller's mainframe Unclaimed Property System (UPS);
- Check all incoming reports submitted on the Unclaimed Property Diskette Reporting program for electronic viruses and readability;
- Prepare reports for review, using unit procedures;
- Assist unit manager and supervisors with various projects involving the processing of unclaimed property reports, including updating PC spreadsheets and databases;
- Assist supervisor with responses to questions from holders regarding the reporting procedures for unclaimed property.

Applications will be screened and only the most qualified will be interviewed



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Richard Garcia

Reference 051-550-4870-960.4.Ref 0705.RPT3(Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).